Checklist for death of a licensee (sole owner only)

Investigat	or
DBA nam	ne and address
The follow	ing requirements will be completed by the investigator working on your case
Inve	stigator requirement – verification that the business does have a current liquor license – attach a copy
beer title	stigator requirement – Check the server and master file of the current licensee to see if a "conditional license" has a issued at this location. Is a conditional license in place at this location? If yes, refer to the P & P d "Conditional Licenses" and follow accordingly.
	stigator requirement – A copy of the final invoice showing all outstanding permit/license fees begin processing a liquor application, an applicant must submit the following
Liqu	or license application – must be signed and notarized. Form provided by the Regulated Industries Division //kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)
inclu anyo busi	A2 processing fee per person (check made out to the city treasurer) for a criminal history record check to ade all cities, states and countries where applicant(s) has resided. This includes the <u>managing officer</u> and one who owns more than 10 percent of the stock in the business <u>or</u> owns more than 10 percent of the ness. If the appointed managing officer is an active, practicing lawyer in the State of Missouri, a criminal ory record check is not required but he must submit a copy of his bar association card
All of the f	following information must be submitted by the applicant
<u>Have</u> <u>Need</u>	<u>!</u>
	Consultant consent form signed by the applicant (only applicable if a consultant is used) – form provided by Regulated Industries Division (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
	A certified copy of the death certificate of the deceased licensee
	LLC only – a copy of the operating agreement listing the members and managers of the LLC Corporation only – a copy of the bylaws and all amendments and organizational minutes, verifying all corporate officers, shareholders and number of shares held <u>or</u> the Articles of Incorporation Partnership only – a copy of the partnership agreement (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application
	Certificate of good standing from the State of Missouri . If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not general partnership), <u>or</u> a certificate of incorporation (corporation) – from the State of Missouri , State Office Building in KCMO, 615 E. 13 th St., (816) 889-2925
	Fictitious name registration (if DBA is different than the corporate name) – from the State Office Building in KCMO, 615 E. 13 th St., (816) 889-2925
	Managing officer appointment form completed (managing officer must reside in Missouri) – form provided by the Regulated Industries Division (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
	Anyone who was not born in the United States and owns more than 10 percent stock in the location or owns more than 10 percent of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID

<u>Have</u>	<u>Need</u>	
		A <i>schedule P form</i> must be filled out for the <i>managing officer</i> and <i>anyone</i> who owns more than 10 percent stock in the location or owns more than 10 percent of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (Section 10-181 & 10-185) – form provided by the Regulated Industries Division (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
		A copy of the managing officer's Missouri driver's license – must be a Missouri resident and U.S. citizen
		The <u>managing officer</u> and <u>anyone</u> who owns more than 10 percent of the stock in the location or <u>anyone</u> who owns more than 10 percent of the business or if any of the money for purchase is from a private source, they must fill out a Schedule P. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (Section 10-181 & 10-185) – form provided by the Regulated Industries Division (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
		Other items that may be requested by the investigator
	• •	plication can be processed without the contingency items that are listed below. However, all contingency items mitted before a license will be issued.
<u>Have</u>	<u>Need</u>	
		All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13 th St., (816) 889-2574 – contingency item
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Sec. 10-262. Death of retail licensee.

In the event of the death of a retail licensee:

- (1) Any bona fide relative of the deceased licensee, who shall meet the individual requirements of this chapter, may continue to operate the business of the licensee for the remainder of the period for which a license fee has been paid, and it shall not be necessary for the relative to secure a new license until the expiration of the license issued to the deceased licensee.
- (2) The surviving relative shall report the death of the deceased licensee and furnish other information to the director as may be necessary to determine whether the relative is qualified to hold a license under this chapter within 30 days of the death of the retail licensee.
- (3) The prescribed time for filing an application for license renewal shall be extended up to 120 days.

(Ord. No. 000056, § A, 2-22-00)